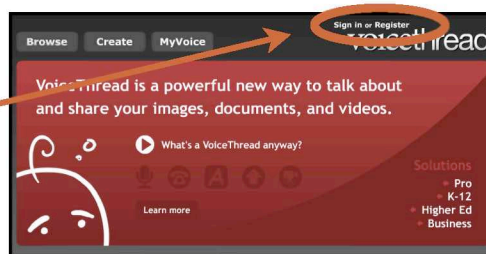


This is a friendly introduction to VoiceThread, written by an educator with educators' interests in mind. This guide will introduce you to the basic VoiceThread interface and take you through the simple steps involved with creating a VoiceThread.

Interested in learning more about how VoiceThread can enhance your students' learning? Contact *Teaching Without Walls* at [teachingwithoutwalls.com](http://teachingwithoutwalls.com) today!

## Getting Started

- ◆ Go to <http://www.voicethread.com>
- ◆ Click on "Sign In or Register"
- ◆ Sign in to an existing account or click Register (at the bottom) if you're a new user.
- ◆ Once you are signed in to your account, you'll see the basic account navigation page. Notice the three important tabs at the top: **Browse**, **Create**, and **My Voice**.



**Browse:** Click on this tab to review all the VoiceThreads ever created that authors have chosen to place in "Browse." When you create your own VT, you will have the choice to place yours here or exclude it for more privacy.

**Create:** Click on this tab to create a new VoiceThread. After you've created a VoiceThread, it will appear in your MyVoice tab.

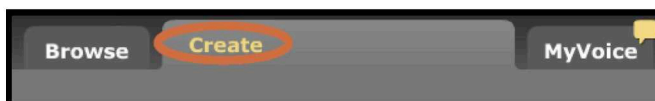
**MyVoice:** Click on this tab to view thumbnails of all the VoiceThreads you've created, you've been invited to and you've subscribed to. The small yellow quote bubble icon signals that the VoiceThread has unread comments.



## How to Create a VoiceThread

### 3 Simple Steps

Click on the "Create" tab.



1

**select your media** - Select from media you've created (Powerpoints, images, documents, movie files, PDFs or Excel spreadsheets) or explore the freedom and time saving potential of utilizing the existing content accessible in the Media Sources area.





Click here.

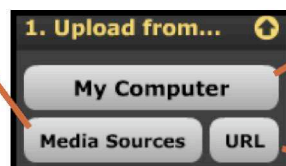


1. Upload



In the "1. Upload from..." area, select where you'll import your media from. These are your options:

Media Sources	
	<b>My VoiceThreads:</b> import files directly from other VoiceThreads you've authored
	<b>Flickr:</b> import images from your Flickr account or select from thousands of Creative Commons licensed images!
	<b>Facebook:</b> import images from your Facebook account
	<b>New York Public Library:</b> Free and open access to over 700,000 images




upload files from your computer

upload a file hosted online at a specific url (doesn't work for video files, i.e. YouTube)


As you select your media for your VoiceThread, keep in mind that you may import items from a variety of sources into one VoiceThread. Get creative! Start an American History presentation with an image from the New York Public Library's Native American Portraiture collection. Or end your discussion with a creative image from Flickr's Creative Commons licensed images. Mix it up and have fun! And always remember you can come back later to rearrange the order of your slides or add more.

**2 comment** - Add your own comments to your slides in text, voice, or video format. You may delete your comments at any time.

Click here. → **2. Comment** 

You may click on the arrows (if you have multiple slides) to pan through your VoiceThread pages. When you are ready to leave a comment, click on the  icon to reveal the Comment Panel illustrated below.

## The Comment Panel



**Record a voice comment with your phone** (free accounts are limited to 3 free phone minutes - 1 hour can be purchased for \$10)

**Record a video comment with your web cam**

**Record a voice comment with a microphone**

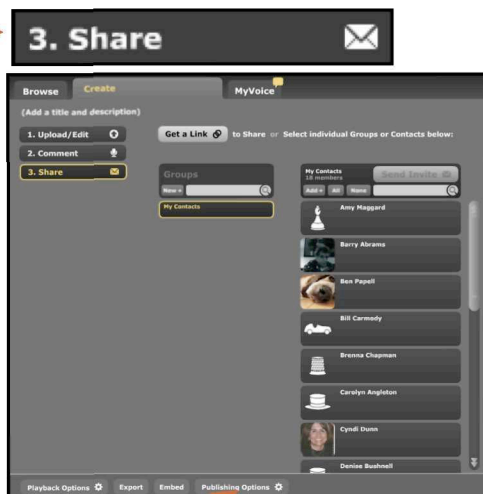
**Type a comment**

**Upload a pre-recorded .mp3 audio comment (PRO Accounts Only)**

**Click here to go to the next slide**

- 3 share** - Customize the viewing options, manage the distribution and get the link to your VoiceThread! This is the final step.

Click here. →



- 1. Click on Publishing Options.** This is a very important step to ensure your VoiceThread is viewable to users other than just you and to be sure you've made the appropriate choices with respect to student privacy.

## Publishing Options for this VoiceThread

### Allow anyone to View?



Only you can view this VT



Only those you designate can view this VT.

### Allow anyone to Comment?



No comments accepted.



Comments are accepted.

### Moderate Comments?



Comments appear immediately



After each comment is made, you must approve it before it is visible to others.

### Show on Browse page?



This VT will not appear in the "Browse" section on VoiceThread's homepage.



This VT is viewable in the "Browse" section on VoiceThread's homepage - public to the world!



## Suggested Publishing Options

**Publishing Options for this VoiceThread**

**Allow anyone to View?** ☒

**Allow anyone to Comment?** ☒

**Moderate Comments?** ☐

**Show on Browse page?** ☐

Everyone can view and comment on this VoiceThread. It will never show up on the Browse page or in search results. You are the only person who can edit this VoiceThread.

**save** **cancel**

The Publishing Options selected in this illustration are an excellent option for educators. This combination results in a VoiceThread that accepts comments but does not appear in the public Browse area of VoiceThread and is not found through web searches (i.e. Google).

Of course, you need to find a combination that works for your own needs but this is a great starting point.

**Tip!** Consider turning Comment Moderation on to use VoiceThread as an assessment tool for objective tests.

2. **Get the Link to your VoiceThread.** Once you have copied the link to your clipboard, you can email it to students or link it on a website or into a course management system (Blackboard, Moodle, etc.). When they click on the link, they will be taken directly to the first page of your VoiceThread.

Click on **Get a Link**

Click on **Copy the Link**

- The link to your VoiceThread is now copied to your computer's clipboard. You may now "paste" the link into an email, a website or your course management system. To paste, go to Edit (top toolbar) and select Paste or Control+V (on a pc) or Command+V (on a mac).

**More Share Options!** Check out a few of the other features available in the Share panel.

We've just explored the Publishing Options button but take some time to check out the Playback Options, Export and Embed features too.



**Playback Options for this VoiceThread**

Wait  seconds before turning the page.

Start playing when opened? ☒

Show fullscreen when opened? ☐

Allow others to download original images and documents? ☒

Hide final share page? ☐

Allow others to Export? ☒

**save**

In general, the default Playback Options (shown here) work well. However, if you are integrated copyrighted material into your VoiceThread, it's a good idea to deselect "Allow others to download original images and documents" and "Allow others to Export." This way you are preventing the copyrighted material from being "copied" by others.



So, you've created an amazing VoiceThread and you want to share it somewhere offline or you want to archive it. No problem! You have the option to Export your VoiceThread into a quicktime .mov file. If you are using a free account, there is a small fee for exports but if you have a PRO account, many are included at no additional cost. The movies include all comments and doodles! And...they're formatted to play on an iPod...instant podcast content!

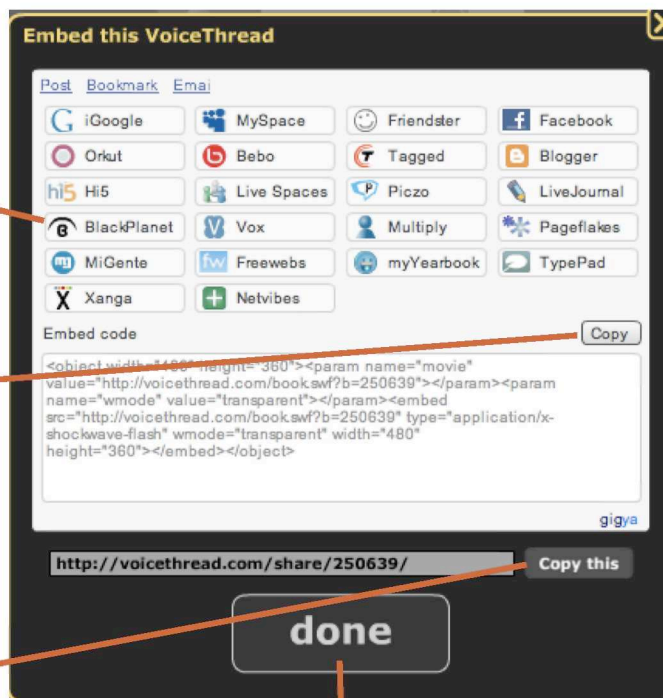


## Embed

**Option 1** - If you are a user of one of these web services, click on an icon, log into your own account and embed this VT on your webpage.

**Option 2** - Click on the "Copy" button to copy this basic html embed code to your computer's clipboard. Then paste the code into the html portion of your webpage or course management system (i.e. Blackboard, Moodle, etc.).

**Option 3** - Here is another place you can copy a link to your VoiceThread. Just click on the "Copy This" button to copy the url (web address) for your individual VoiceThread. This will automatically copy the url to your computer's clipboard. Then you can paste it into an email or create a link to your VoiceThread in your Course Management System (i.e. Blackboard) or on a website.

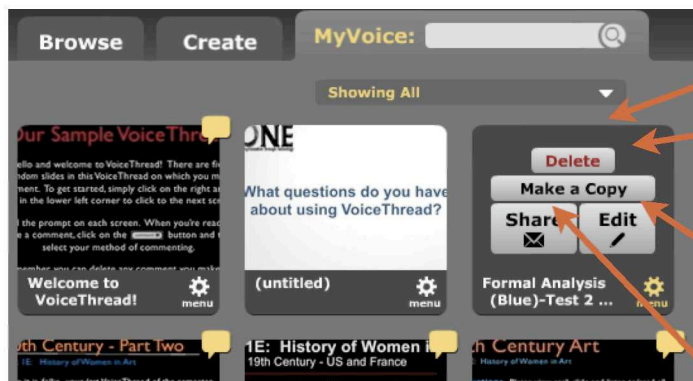


Click here when you're finished! If you haven't given your VoiceThread a title yet, you'll be prompted to after clicking "done."

**Tips!** Here are a few more ideas to keep you moving along smoothly.

## How do I find the VoiceThread I just created?

To access your existing VoiceThreads, click on the **MyVoice** tab. Locate the thumbnail version of your VoiceThread. Notice the helpful  icon in the lower left corner. Click on it and explore these very helpful options!



The Menu icon reveals the following tools:


**Delete** this thread.

**Make a Copy** of this thread (very helpful!). Click for more options.

**Edit** returns you to Step 1 in the Create process (shuffle slides, add/delete slides, title slides, etc.)

**Share** returns you to Step 3 in the Create process.

## Do I have to recreate my VoiceThreads for each future class?

No! After you've located the VoiceThread you want to duplicate in your MyVoice area, utilize the "Make a Copy" option by clicking on the  icon. It provides you many quick, simple ways to duplicate your content with "just your comments," with "all comments" or with "no comments." From there you can further customize the newly copied VoiceThread which will also appear in your MyVoice area. Don't forget to give the new one a unique name!